

**BRILLION CHAMBER OF COMMERCE
BOARD MEETING MINUTES**

May 2, 2012

Brillion Community Center

12:00 Noon

CALL TO ORDER:

President Mark Vechart called the meeting to order at 12:05 PM.

ROLL CALL: Present were Tammy Williams (non voting), Bill Veit, Eric Nies, Tammy Koehler, Mark Vechart, Doug Neils, Wayne Volkman (non voting), and Joy Buboltz (non voting). Absent were Mike Buboltz, Rebecca Flanders, Josie Kilgore, Gary Kabat, and Rob Jensen.

GUESTS:

None.

APPROVAL OF THE AGENDA:

Mark Vechart stated he would like to add the agenda items of "Business Recruitment – Brad Grant" as letter F. under Committee Reports.

Motion – Eric Nies moved to approve the revised agenda. Seconded by Tammy Koehler. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – APRIL 4, 2012 MEETING:

Motion – Bill Veit moved to approve the April 4, 2012 Chamber Board Meeting minutes as printed. Seconded by Doug Neils. Call vote taken. Motion carried unanimously.

PRESIDENT'S REPORT – MEETING TIME LIMIT:

Mark Vechart announced that he will do his best to arrange items of importance on future agendas. Those topics needing to be acted on will be discussed first and agenda items needing further discussion will be tabled to another meeting or a special meeting will be held to address that issue. He intent is to have the Board meetings last one (1) hour long.

A. Thank You Letter from the Brillion High School Boys Basketball Team:

Mark Vechart stated the Chamber Board received a thank you from Brillion High School Boys Basketball Team Head Coach Pete Kittel thanking the Chamber for their donation towards the Boy's Basketball Team's expenses at the State Tournament.

B. Request for Donation – Boy Scout Project – Organizational Sign:

Mark Vechart stated the Chamber Board received a request for a donation from Isaac Nadler who is Boy Scout working on an Eagle Scout project of fixing the old "Welcome to Brillion" posts that have the organization signs on. Isaac Nadler is asking the Chamber to give three (3) new Chamber signs to put up in each area of the City. He is also asking for a donation towards his project.

Tammy Williams stated the west organization has now been dismantled. Bill Veit asked if the intention of the new "Welcome to Brillion" signage was to remove the old City signs and organization signs.

Mark Vechart stated yes, that was the intention. Tammy Williams stated the City's Community Development Committee made a recommendation to dismantle the old organization signs and install new City signs. She asked if this is the recommendation from the Community Development Committee why the Chamber Board would do something else. Tammy Williams stated she will contact City Administrator Lori Gosz on this. The Chamber Board does not want ownership of these signs. Tammy Williams also noted that the Chamber is noted on the new City signs.

Bill Veit stated he feels should not allow the organization signs to be put back up, but is up to the City to make that decision.

Motion – Tammy Koehler moved to deny the request from Isaac Nadler for the three (3) organization signs and for the request for donation towards his Eagle Scout project. Seconded by Doug Neils. Call vote taken. Motion carried unanimously.

C. Relay for Life Donation Request:

Mark Vechart reported the Chamber received a request from Relay for Life for a donation for their event. He stated the lowest donation amount is \$200 which would be a track sponsor. He also stated if the Chamber Board would like to make these types of donations a separate line item should be placed in the Chamber Budget for this. Right now the Chamber has donation \$500 to the Boy's Basketball Team for going to the State Championship game and also donated \$350 to the Brillion Optimist for the Electric Parade for a banner to be carried that evening. This is starting to build up.

Mark Vechart stated he feels that these types of donations should be left up to the local businesses/industries to donate to, not the Chamber since we do not funds available for this.

Tammy Koehler stated she feels the donation to the Boy's Basketball Team and the donation to the Optimist Parade is different than this request from Relay for Life. If we donate to the Relay for Life event then more and more requests for donations will come in. Tammy Williams stated she feels the Optimist Parade is a community event.

Motion – Tammy Koehler moved to deny the request for a donation from Relay for Life. Seconded by Eric Nies. Call vote taken. Motion carried unanimously.

Tammy Williams will relay this information to the representatives from Relay for Life.

SECRETARY-TREASURER REPORT:

Joy Buboltz presented the May 1, 2012 Secretary Report, the May 1, 2012 Treasurer Financial Report, and the current 2012 Chamber Budget to the Board.

Motion – Doug Neils moved to approve/accept the May 1, 2012 Secretary-Treasurer Report. Seconded by Eric Nies. Call vote taken. Motion carried unanimously.

COMMITTEE REPORTS CONT:

A. Marketing/Branding Committee Update – Tammy Williams/Wayne Volkman:

1. Lunch and Learn:

No report.

2. Leadership Series – Attendance:

Tammy Williams reported a Leadership Series will be held today at the Brillion High School from 2:00 pm – 4:30 pm. There is approximately 35-40 individuals expected to be attending this Leadership Series. Doug Neils stated the Ariens Company will be focusing on attending the September Leadership Series event.

3. February 11, 2012 Wine & Cheese Event – Donation Amount:

It was stated that the Marketing/Branding Committee will be meeting on May 10th to discuss and recommend how much money should be donated from the 2012 Wine & Cheese event and what those funds used towards. Wayne Volkman stated the 2013 Wine & Cheese event is scheduled for Saturday, February 16th.

B. Business After Five – Tammy F.:

Mark Vechart stated that Tammy Fischer was unable to attend this meeting but did inform him that the Business After Five event held at Pribbernow Painting on April 5th went well with approximately 30 individuals attending that event. The winner of the \$100 gift card to Sherwin Williams was Todd Schmidlkofer from Todd's Plumbing. The next Business After Five event will be held at Hardware Plus. No date has been scheduled at this time.

C. Web Site Committee – Status of Updates on Website – Eric Nies:

Eric Nies reported that due to increased projects at NSC he has been unable to work much on the Chamber website. He reported NSC is looking at hiring a part time employee to help with their projects. He apologized for the delay and hopes to have the updates completed by mid summer.

Tammy Koehler asked Eric Nies if NSC could eliminate the information located on the right hand side of the home page that shows past meeting minutes. Eric Nies stated he will eliminate that section.

Tammy Williams asked Eric Nies if NSC has someone they could out source some of their projects to so the Chamber can receive a timely response on the changes to their website. Eric Nies stated NSC is trying to do the best they can and do outsource some of their projects when they are very busy. He stated NSC does have a job posting for part time help.

D. Government Affairs Committee – Tom Kees:

No report. Mark Vechart stated the Chamber Board did receive a response from Mayor Gary Deiter regarding the Resolution that was passed by the Chamber Board last month.

E. Retail Trade Committee – Mike Buboltz:

No report.

Wayne Volkman stated that he received a call from a liquidation company that was looking at the vacant T&C store and the vacant Piggly Wiggly store.

Mark Vechart asked the status of the rental of the storage facility north of Brillion on County TR PP. Bill Veit stated is only aware of one (1) unit being rented at this time.

Doug Neils asked if Jer's Home Furniture was going out of business since he saw a sign stating "Moving Sale". Wayne Volkman stated to this furniture store has new and used furniture and is open a limited amount of hours each week.

F. Business Recruitment Committee – Brad Grant:

Mark Vechart reported that Brad Grant indicated to him that he has been very busy lately but his goal is to have a Business Recruitment Committee meeting before the next Chamber Board meeting. There have been concerns on the lack of distance the new sidewalks will be extended along USH 10. Joy Buboltz informed the Board that the USH 10 Project is a State reconstruction project and the State has decided to install new sidewalk only up to Cobblestone Inn & Suites at this time.

OLD BUSINESS:

A. Farmers Market – Project Report - Rebecca Flanders:

No report.

Mark Vechart applauded Rebecca Flanders for taking on this project.

Joy Buboltz suggested adding a tab on the Chamber website for the Farmers Market. That way Rebecca Flanders can place all pertinent information regarding the Farmers Market under that tab.

B. Brillion Gateway Sign – South Sign – Update – Tammy Williams:

Tammy Williams reported she and Kris Bastian will be meeting with Gittner Masonry tomorrow to discuss the time frame from the installation of the masonry for the south City sign. It is hoped to have the new City sign installed within three (3) weeks. She reported right now all of the old City signs have been dismantled along with the organizational signs.

Tammy Williams reported she will be contacting Charles Pfrange regarding the ruts in his property that were done when the north City sign was installed by United Sign. She will ask Charles if he approves the repair work to his property that was done by United Sign. She feels more repair work needs to be done. Tammy Koehler agreed.

3. 2012 Calendar Review:

Suggested changes were made to the 2012 Calendar. Joy Buboltz will make the stated changes.

Tammy Williams suggested contacting Nick Madison regarding which teachers will be retiring this year, since the Brillion Chamber of Commerce presents those teachers with Chamber Bucks at their year-end party. Tammy Williams also noted the Partners In Education letters that are distributed in the next month to students for parents/students wanting to nominate a teacher for the Partners In Education Award. She stated the Chamber Board may consider paying for the cost of pamphlets to be sent home with the students. Joy Buboltz stated she will contact District Administrator Nick Madison on both of these items.

Mark Vechart reminded the Chamber Board that the June Chamber Board meeting will be the “General Membership” meeting. He also suggested adding the agenda item of Golf Outing – July 26, 2012 to that agenda.

Mark Vechart stated a representative from the iCanConserve Project will be asked to give an update on the iCanConserve Project at the June General Membership meeting.

D. USH 10 Project – Update – Wayne Volkman/Joy Buboltz:

Wayne Volkman reported the USH 10 Project has now started. Detour signs are up.

Mark Vechart reported that Joy Buboltz and he met with Jon Mignon of Johnny Vinyl regarding signage for the USH 10 Project. It was determined at that meeting that individual businesses should contact Mignon if they would like to have their business listed on the detour sign to be placed around the City. He reported the \$500 the Chamber Board allocated towards the USH 10 project for signage will be used for signage indicating the direction to turn to local businesses.

Mark Vechart also reported the detour maps for this project is listed on the City’s website.

E. First Dollar Presentation Guidelines – Mark Vechart:

Tammy Koehler expressed concern with stating that “any new business to the City of Brillion”. Joy Buboltz suggested changing the wording to “any new business to the Brillion area”.

Motion – Doug Neils moved to approve the First Dollar Presentation Guidelines as presented to the note changed of “any new business to the Brillion area”. Seconded by Eric Nies. Call vote taken. Motion carried unanimously.

F. Picture Taking at Chamber Events – Brillion High School Students – Mark Vechart/Joy Buboltz:

Mark Vechart reported that Brillion High School Principal Paul Nistler has agreed to have Brillion High School Students take pictures at Chamber events at no cost to the Chamber. It was suggested to, in the future; donate a camera to the school. Tammy Koehler expressed concern with having high school students take picture at Chamber events that may have alcohol at those events. This concern will be discussed with Paul Nistler.

Item tabled till next month.

G. Speaker Request – Secretary of Administration Mike Huebscher – At General Membership Meeting in June:

Mark Vechart reported that Joy Buboltz did not receive a response from Secretary of Administration Mike Huebscher to see if he would be available to speak at our June 6th General Membership meeting. We will now see if a representative from iCanConserve would be available to give a brief update of the program at the General Membership Meeting in June.

H. Discussion on Promoting Chamber Held Events – Mark Vechart:

Tabled.

NEW BUSINESS:**A. Request from St. Bartholomew Lutheran Church – Use of Chamber Bucks – Joy Buboltz:**

Joy Buboltz explained she received an inquiry from Donna Foytik from St. Bartholomew Lutheran Church asking with the 10% discount with a maximum of \$1,000 how often could they purchase \$1,000, weekly, monthly, etc. Donna Foytik indicated the Church is interested in purchases Chamber Bucks, with the 10% discount, and reselling them through their Script Program.

Tammy Williams stated that is not the intention of the Chamber Bucks program. Joy Buboltz indicated there is no language in the current Chamber Bucks Policy prohibiting this.

Mark Vechart suggesting forming a committee to review the current Chamber Bucks Policy. Bill Veit, Doug Neils, and Mark Vechart volunteered to serve on that committee.

Tammy Williams stated the Chamber Bucks program is more of a marketing tool, so there is value in the program.

B. Next Meeting: June 6, 2012:

The next Chamber Board meeting will be held on June 6, 2012 at 12:00 noon at Cobblestone Creek Dining & Banquet. This meeting will be the annual General Membership meeting.

CITY UPDATES/COMMUNICATIONS – WAYNE VOLKMAN:

Wayne Volkman reported on the following:

- At the April 23rd City Council meeting the City Council adopted the City of Brillion's 5 Year Open Space and Recreation Plan.
- City Administrator Gosz and he will be working on a Safe Route to School Grant Application for a trail to the Fawn Ridge Subdivision. This grant is due by May 4th. The grant request is for \$225,000 - \$250,000.
- He distributed Safe Route to School literature that will be given to the local schools. This literature points out safety, health, and choices in a community.
- Three engineering proposals were received for the design work for the trail to Trinity Lutheran School. The three engineering firms will be interviewed in the near future. The trail to Trinity is scheduled to begin in 2013.
- He submitted two future Brillion events to the Travel Wisconsin Magazine. Those two events were the 2013 Mid-Winter Brat Fry and the 2013 Wine & Cheese event. This magazine highlights the first quarter events for 2013 in the State.
- Kelly Nieforth from Calumet County Planning Department has resigned.
- He recently met with Collie from Schroth Floral regarding the hanging flower baskets. The baskets should be hung by Memorial Day weekend.
- He will be sending a letter to the downtown businesses notifying them of the yearly Downtown Clean Up Weeks scheduled for the week of May 28th and June 4th.
- On May 31st the Redevelopment Authority Commission will be interviewing two banner companies for the proposed new street banners.

Mark Vechart asked if any street banners will be hung along the USH 10 corridor. Wayne Volkman stated no, just in the downtown business district. Wayne Volkman also reported that the Ariens Company was asked to assist with the making of the brackets for the new street banners.

Tammy Koehler asked if the flowers planted in the hanging flower baskets will be more of a hybrid flower. Wayne Volkman explained that ten of the hanging baskets will have a different liner to help with the moisture. He also noted that the baskets will be watered on the weekends this year.

Tammy Williams expressed concern with a comment that Alderperson Betty Nies made at the open forum regarding the replacement for Wayne Volkman, upon his retirement and the Chamber's role with this open position. She suggested this item be placed on the July Chamber Board meeting agenda.

SCHOOL DISTRICT UPDATE – NICK MADISON:

No report.

ADJOURNMENT:

Motion – Tammy Koehler moved to adjourn. Seconded by Doug Neils. Call vote. Motion carried unanimously. The meeting adjourned at approximately 1:07 PM.

Respectfully Submitted

Joy Buboltz

Secretary/Treasurer – Brillion Chamber of Commerce